

## **Protocol for Establishing and Maintaining a Firewall for the Sierra Systems Financial Management Information System Project Team**

The Wisconsin Department of Employee Trust Funds (ETF) intends to release a Request for Proposal (RFP) for a new Benefits Administration System (BAS). It is anticipated that Sierra Systems, who is currently delivering services to ETF on a project to implement a Financial Management Information System (FMIS), will submit a proposal in response to the RFP for the new BAS. Therefore, it is appropriate to establish and maintain communication restrictions (“firewall”) for the Sierra Systems FMIS Project Team.

### **Guidelines**

- Sierra Systems will alert/inform the Sierra Systems FMIS project team of the firewall within the Project Briefing document provided to each team member. Sierra Systems’ Project Manager will routinely reinforce this requirement to the project team members.
- Sierra Systems will direct the BAS proposal team in writing to not solicit restricted information from the FMIS project team.
- ETF will only share restricted information with the Sierra Systems FMIS project team members if it is necessary or useful for the FMIS implementation effort.
- Communication may occur between the Sierra Systems FMIS project team and colleagues within Sierra Systems in order to collaborate on ETF’s FMIS solution. Communication related to collaboration on ETF’s FMIS solution will be controlled and requested in advance by the Sierra Systems Project Manager and will not include any restricted information or information of any sort related to the BAS initiative. ETF will review these requests and have the sole determination about whether such communication is acceptable.
- The Sierra Systems Project Manager and Sierra Systems Proposal Manager will be responsible for monitoring compliance of this agreement. Any actual or suspected breach of these firewall provisions, intentional or unintentional, will be reported in writing within 3 business days of discovery to the ETF contract administrator describing the incident details, suspected impact, and remediation plan.
- Sierra Systems will not staff the BAS proposal development team with any resources from the FMIS project team, which includes:
  - Project Manager
  - Module Consultant/Analysts
  - System Administrator / Technical Lead
  - Technical Developers
  - Training Lead
  - Trainers
- Sierra Systems’ FMIS project team will not use the Analyze and Design phase or any subsequent project phase to gather information beyond that genuinely relevant to the FMIS project (i.e. to do advance work on BAS requirements).

### **Restricted Information**

The following list provides some examples, which are not exhaustive, of operational areas where restricted information may be disclosed.

- Distributions and Disbursements.
- Cash receipts processing, receipt of contributions due (whether from employer, employee or a third party).
- Details of DET infrastructure and hosting capabilities.
- Knowledge of ETF’s technical and operational (business) infrastructure and staffing strengths and weaknesses.
- Any interactions between Sierra Systems FMIS project team and ETF employers, members or TPA’s.
- Any general communications (such as newsletters or email blasts) related to the BAS initiative which is received by the Sierra Systems FMIS project team.